

CHIEF DEPUTY MEDICAL EXAMINER
(Executive Management)

DEFINITION:

Under administrative direction to manage, direct and coordinate the activities of the Medical Services Division of the Department of the Medical Examiner; to investigate and determine the manner and cause of all sudden, violent or unusual deaths due to apparent natural causes in cases where the decedent has not been seen by a physician within 20 days prior to death, or where the attending physician is unable to determine the cause of death; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

The Chief Deputy Medical Examiner is a one-position executive management class allocated to the Medical Examiner's department. The Chief Deputy Medical Examiner is a licensed physician and board certified Forensic Pathologist in the State of California responsible for acting as principal assistant to the County Medical Examiner and managing the activities of the Medical Services Division.

EXAMPLES OF DUTIES:

Manages and directs the activities of the Pathology, Histology and Toxicology units through subordinate supervisors; supervises the assignment of fee-for-service and staff pathologists for purposes of autopsy consistency; reviews and evaluates toxicology reports for compliance with established procedures; coordinates pre and post trial evaluations of medical/legal cases; directs the Forensic Pathology Fellow training program; communicates with the medical community in areas of mutual concern, such as potential health hazards; personally conducts autopsies/medical investigations as required; acts in the absence of the Medical Examiner.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Statutes, ordinances and regulations relating to the Department of the County Medical Examiner.
- Investigative procedures and techniques necessary to determine the circumstance, manner and cause of deaths reportable to the County Medical Examiner.
- Procedures and techniques of embalming, toxicology and histology.
- Techniques of autopsies.
- Supervision and training principles and techniques.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, organize, and direct the work of management level employees as well as temporary fee-for-service professional expert pathologists.
- Review and evaluate complex investigations, autopsy reports and other specific findings establishing the cause of death.
- Supervise and train subordinate staff in scene investigations.

- Communicate effectively in oral and written form; communicate in public and testify in court and Grand Jury proceedings.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at the time of appointment or the ability to arrange transportation for field travel.

Possession of a valid State of California license to practice medicine, (State of California Business and Professions Code Section 2135), prior to appointment.

Certification:

Possession of Forensic Pathologist Board Certification.

Working Conditions:

Incumbent will routinely be required to attend evening meetings and attend scenes of deaths, as dictated by the needs of the Department.

Background Investigation:

Persons appointed are subject to a criminal and background investigation conducted by the County of San Diego.